

Professional and Managerial Branch
Water Utilities Administration Group
Systems Management Series

E.P.W.U. WATER SYSTEMS DIVISION MANAGER

10/00 (LBT)

Summary

Under general direction, manage Water Systems Division.

Typical Duties

Plan, develop and organize functions and activities of water distribution system and water treatment plants. Involves: anticipating, prioritizing and delineating integrated construction, installation and repair of wells, pumping stations, reservoirs, water mains, service lines and related water distribution appurtenances, and water treatment equipment and facilities to ensure that daily community water needs, and Safe Drinking Water Act (SDWA), Environmental Protection Agency (EPA) and other applicable local, state and federal water quality, hazardous substances awareness and control, plant operation, safety and permit requirements are met; establishing Division service objectives within guidelines prescribed by the General Manager and the Public Service Board; devising procedures to optimize costs of operation; reviewing and commenting on proposed new or changed rules and regulations promulgated under SDWA; reviewing plans and specifications at specified EPWU design intervals to ensure their timely development within parameters and communicating specifications needs to City Engineering; participating in short and long range Water Utilities' Capital Improvement Program (CIP) planning and review, which includes identifying and communicating resource needs.

Implement, coordinate and evaluate provision of continuous Division services to the public and allied administration. Involves: delegating Division work program assignments, allocating resources, preparing budget requests and directing operations of subordinate treatment plant, distribution system, wellfield operations and maintenance, meter repair, and dispatch sections; assisting subordinate supervisors in identifying work needs, establishing priorities, making work assignments selecting and training personnel; ensuring established objectives and performance guidelines are met; measuring effectiveness of operations and taking corrective action as necessary; overseeing resolution of customer service complaints by referring such complaints to appropriate subordinate section and following up to ensure that appropriate and timely corrective action is taken; investigating persistent patterns of complaints to determine their causes; overseeing Division installation and use of modern computer maintenance programs, data collection, periodic review of reports and development of methodologies for evaluating programs; designing and verifying timely and effective execution of preventive maintenance programs; initiating effective Division employee training and safety programs in cooperation with functionally responsible Water Utilities staff members; ensuring compliance with Department and City personnel policies and procedures.

Supervise supervisory and non-supervisory, executive, professional/managerial, and general services personnel as assigned. Involves: determining and preparing work schedules, and expediting work flow; assigning duties, issuing written and oral instructions and checking work for exactness, neatness, and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance, coaching, and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; interviewing and hiring applicants; making staffing and job design changes and terminating employees.

Perform miscellaneous related, managerial and administrative duties as required. Involves: substituting, as qualified, for own supervisor, peers or subordinates during temporary absences by carrying out specifically delegated functions to maintain continuity of normal services; conducting special studies; serving on ad hoc committees or representing the City at various conferences and meetings as instructed; preparing and presenting special and recurring reports and recommendations containing technical data and cost estimates effecting department activities for review by City officials and other executives; maintaining awareness of trends in the profession and technological developments.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Engineering and ten (10) years of progressively responsible professional experience in the design, maintenance or operation of water treatment and distribution systems, including at least four (4) years in a managerial or supervisory capacity.

Knowledge, Skills and Abilities: Comprehensive knowledge of: water treatment plant and distribution systems repair, maintenance, construction and operation principles and methods; EPA water treatment standards and requirements;

treatment plant and distribution systems operation and maintenance safety rules and procedures.

Ability to: plan, coordinate and review work of assigned subordinates; firmly and impartially exercise supervisory authority to train, instruct and evaluate employees and enforce discipline and standards of conduct and attendance; maintain effective working relations with employees, official and the general public; express oneself clearly and concisely both orally and in writing.

Physical Effort & Work Environment: Occasional mobility over uneven terrain in a field environment; exposure to weather and unpleasant working conditions.

Licenses and Certificates: Texas Professional Engineer License and a valid Texas Class "C" Driver's License or equivalent from another state by time of appointment; Texas Class "A" Certificate of Competency in Water issued by Texas Natural Resources Conservation Commission must be obtained within 2 years of appointment.

Director of Personnel

Department Head

OFFICIAL